



Portsmouth, Virginia Police Department General Orders Manual

Reimbursement of Travel Expenses			ADM	44
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APPROVED: Phillip L. Ash, Jr. Chief of Police

PURPOSE: The purpose of this order is to establish policy and procedure for out of town travel by personnel of the Portsmouth Police Department on official business.

POLICY: Police personnel traveling out of town on official business will be responsible for following procedures established for that purpose.

PROCEDURES:

- A. Description of Out of Town travel. For the purpose of this policy, out of town travel is all travel outside the city's limits with the exception of the following types of travel:
 1. Travel between the city and adjacent cities and counties where physical facilities of the city are located.
 2. Short trips or day trips where the traveler is not required to be away from his official station overnight.
- B. Transportation:
 1. The type of transportation used for any trip must be based on the following:
 - a) The distance to be traveled
 - b) The number of persons making the trip.
 - c) The time involved and the cost of the transportation.
 2. Criteria to be considered when selecting the mode of travel.
 - a) City Vehicles
 - (1) City vehicles must have preference as a means of travel. Without question, city vehicles should be used for all day trips and other trips whenever possible subject to mileage limitations or other considerations stipulated in the policy.
 - (2) All automobile expenses (gas, oil, etc.) accumulated while using the city vehicle must be documented with a receipt.
 - b) Private Automobiles
 - (1) The Chief of Police must authorize use of any employee's private automobile. This authorization will be implemented only when other means of transportation are not feasible or when the city's best interest is better served by this type of travel.
 - (2) When an employee is required to use his private automobile, he will be reimbursed at a rate of \$0.12 per mile. On travel voucher, make model, year, license number and miles driven must be shown for reimbursement of mileage.

c) Commercial Aircraft

- (1) When a trip is over 200 miles and air transportation is available; the feasibility of traveling by air should be considered. For any distance under 200 miles, air travel should be considered if it has been determined (by Fiscal Affairs Officer) to be the most economical and feasible means of travel.
- (2) The fare of commercial air transportation on any trip should not exceed the regular tourist fare except when no tourist accommodations are available
- (3) Cost of air travel must be sustained by a copy of the paid ticket.

d) Other

- (1) Travel by other means of transportation (train, bus, etc.) may be authorized; however, these shall be used only when categories (a) – (c) above have been determined not practical.
- (2) No traveler shall be allowed mileage or transportation when he is transported by another traveler who is entitled to mileage or transportation expenses.
- (3) Use of commercial rental autos must be authorized by Finance Director prior to the trip. If the rental car is allowed documented explanation of the need of a rental car plus receipts should accompany the travel voucher.

C. Lodging

Employees or official representatives of the city will be reimbursed for actual costs of lodging at the single occupancy rate except in cases where single occupancy accommodations were not available or not in best interest of the city. Cost of lodging must be substantiated by paid bills.

D. Meals

Actual expenses for subsistence while on official business will be reimbursed provided.

1. The trip is outside city limits other than cities or counties where physical facilities of the city are located and the travelers is required to be away from his official duty station after normal working hours.
2. All meals including gratuities are to be itemized on the travel voucher. Gratuities may not exceed 15% of the meal cost per day.
3. The meal is not a part of a seminar or business program, which has previously been paid for in the registration fee.

E. Incidental Expenses

1. The following incidental traveling expenses will be reimbursed while on official business:

- a) Ferry fares and bridge, road and tunnel cost.
- b) Parking charges.
- c) Registration fees for conference, conventions, and seminars.
- d) Tip and gratuities (other than meals).
- e) Taxi, Bus, and subway fares.
- f) Telephone and telegraph charges in conducting Official City business.
- g) Valet or laundry service (only when on trip more than one week).
- Receipt Required

2. The following items are examples of non-allowable costs.

- a) Entertainment costs (including cost of alcoholic beverages).
- b) Health club expenses
- c) Excessive gratuities
- d) Travel insurance premiums.
- e) Cost of traveler's checks.
- f) Personal phone calls or telegrams.

F. Responsibility of the Traveler

- 1. It is the responsibility of the traveler to prepare the voucher for reimbursement of travel expenses for official travel in accordance with the established city travel policies.
- 2. It is the traveler's responsibility to submit his travel voucher and receipts no later than two working days after his trip occurred.
- 3. The Accounting Department will reject any reimbursement claims, which are not in accordance with current policy.

G. Approving Authorities

- 1. All employees travel authorizations and reimbursements shall be made only on the authorization of the Chief of Police. All travel vouchers for employees will be approved by the Fiscal Affairs Officer subject to review by the Finance Director.
- 2. The Chief of Police will have his travel authorizations and travel vouchers approved by the City Manager.

H. Advancements of Authorized Travel

- 1. Employees authorized by the Finance Director to secure advance funds must do so ten days before the date of start of travel. Settlement on such an advance shall be made in accordance with F-2 of this policy or the employee will lose the privilege of requesting travel advance funds.

I. Auditing Travel Expenses

- 1. The Finance Director will make periodic review of travel voucher and verify their compliance with this directive.
- 2. The Certified Public Accountants will, during their annual audit, report any irregularities and non-compliance to the Finance Director and City Auditor.

J. Travel Expense Paid by the City of Portsmouth

- 1. Any employee of the department must file upon his return from a school or from traveling on official business, a travel expense voucher within (2) two working days, including weekends and holidays. Upon completion, forms will be forwarded to the Fiscal Affairs officer for audit and approval.
- 2. Failure to comply with the contents of this policy could result in a financial loss to the person or persons involved. Pay particular attention to the requirements of receipts; expenses not substantiated by acquired receipts accompanying travel voucher will not be paid.
- 3. Personnel are instructed that the purpose of their travel is to benefit the City of Portsmouth, Virginia; therefore, expenses of purely personal desires are not proper expense items. It is requested one by austere and purchase only those services which are necessary and from the most reasonable source. Activities exclusively for personal

entertainment, even though related by time, place, or name with the purpose of the travel, are not proper expenses. Those activities listed in the schedule of events covering the travel activity are normally not exclusively for personal entertainment.

4. Each officer is responsible to make sure he is not subpoenaed to appear in court for any cases during the dates of the trip or school.
5. All officers are to be aware of the fact that there is a set amount for per diem and agree to limit their claim for subsistence to this amount.
6. Any emergency that arises that may require needed funds for in state travel, i.e., pick up prisoner not reimbursable by state, the officer is to contact the Fiscal Affairs officer for assistance in securing the needed funds.

K. Advance Funds (Prisoner pick-up out of state only)

1. When an officer requires an advance of funds prior to picking up a prisoner outside of the state boundaries, he will fill out a payment request form. This form will be picked up from the Fiscal Affairs officer and filled out in accordance with exhibit B (attached).
2. If the amount spent is less than the advance, the difference must be repaid to the city. If the amount spent is in excess of the money advanced, the city will reimburse authorized expense.
3. Travel expense voucher will be submitted within (2) two days, excluding weekends and holidays, after trip is completed, and will be turned in to Fiscal Affairs Officer for audit and approval.
4. Out of state travel to pick up prisoner that is to be reimbursable by the State of Virginia, the individuals will follow the State Comptroller's instruction. (Exhibit C attached)